

DD/S&amp;T# 3019-81

COMPT 81-0774

File: DDA  
15 JUN 1981 *Capitol Records*  
NFAC 3812-81

MEMORANDUM FOR: Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Comptroller

ODP #81-1096

FROM: Harry E. Fitzwater  
Deputy Director for Administration


SUBJECT: Copier Management Consolidation

REFERENCE: multi adse memo fm DD/A, dtd 9 Apr 81,  
same subject (DD/A 81-0640/3)

1. The referent memorandum proposed a consolidated budget and management system for Agency copiers, and you were requested to respond to the proposal.

2. Since the responses covered a wide spectrum of concerns, the Director of Logistics convened a meeting with designated representatives from your offices to discuss the matter and arrive at a mutually acceptable solution. The primary issues addressed were standardization of equipment, machine sharing and copy centers, contract consolidation, budget justification, and savings. At the request of the attendees, the Chief, Printing and Photography Division, OL, has addressed these issues in greater detail in the attached memorandum. It is hoped that this explanation will allay the apprehensions expressed by some of the representatives at the meeting.

3. Your concurrence in the original proposal is hereby requested.

  
Harry E. Fitzwater

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## Attachments:

- A. Reference
- B. Memo from C/P&PD/OL

cc: D/FIR  
DIS  
D/ODP



SUBJECT: Copier Management Consolidation

CONCUR:

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		29 JUN 1981
	Assessment	Date
		July 7, 1981
		Date
		18 August 1981
	Copy	Date
		19 June 81
		Date

Comptroller

Distribution:

- Orig - Pls. return to OL/P&PS (Official)
- 1 - Each Addressee
- 2 - DDA

\*NFAC retains the final authority over whether individual machines are replaced by copy centers within the Directorate.

#DO concurs, (a) provided there is no degradation in service to the DO, (b) provided this action does not lead to the creation of copy centers in the DO and (c), because of the fluid situation in the DO, provided it is recognized that purchase of copiers may not be preferable to renting. If this action does not produce the aimed-for results, we reserve the right to withdraw from the centralized arrangement.

\*\* The DDS&T has reservations about the total responsiveness and effectiveness of the Copier Management Program. However, the S&T will concur in a one-year trial period with a review of the program being made prior to the end of FY 1982.

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DD/S&amp;T# 3019-81/1

21-01410/3

9 APR 1981

MEMORANDUM FOR: Deputy Director for Operations  
Director, National Foreign Assessment Center  
Deputy Director for Science and Technology  
✓ Comptroller

FROM: Max Hugel  
Deputy Director for Administration

SUBJECT: Copier Management Consolidation

1. To effect cost savings and promote managerial efficiency, the Office of Logistics (OL) has proposed that copier management for the Agency be consolidated.

2. Attached for your information please find a study and an executive summary entitled, "Copier Management Consolidation." They detail the background, explain the present system, propose alternatives, and present recommendations. I believe a considerable cost savings and a more efficient operation would be realized through budget consolidation and a consolidated copier management system. I am of the opinion that this proposal merits your consideration and implementation.

3. Also attached for your information are copies of current Headquarters Regulations pertaining to copier management. Implementation of this suggestion would enable the intent of these regulations to be more effectively achieved.

4. In view of the potential benefits to be derived from copier management consolidation, I would invite your attention to this matter in the near future. Please forward your response to the Director of Logistics. If you or your staff have any questions with respect to this study, please contact [redacted] Chief, Plans and Programs Staff, OL, on extension [redacted] Chief, Printing and Photography Division, OL, on [redacted]

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Max Hugel

Max Hugel

## Attachments:

- A. Copier Management Consolidation Executive Summary
- B. Copier Management Consolidation Study
- C. Regulations a/s



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DD/S&T# 3019-81/2

29 MAY 1981

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

25X1 FROM:

[REDACTED]  
Chief, Printing and Photography Division, OL

SUBJECT: Proposed Consolidation of Agency Copier Management System

REFERENCE: Copier Management Consolidation Study,  
dated March 1981

1. The referent study proposes improving the effectiveness and efficiency of the Agency's Copier Management System by establishing a consolidated, comprehensive Copier Management Program within the Office of Logistics (OL). The study further recommends that this program be administered and funded by the Printing and Photography Division, OL (P&PD/OL). In support of that recommendation, this memorandum addresses, for the purpose of further clarification, the key elements of the recommendation.

a. Standardization of Equipment

Standardization of equipment does not imply that a single make and model copier would be used to meet all Agency requirements. Individual requirements would continue to be the major concern when making equipment selections. Standardization of equipment would be possible only when the requirements of more than one user were the same.

b. Machine Sharing and Copy Centers

Increased machine sharing and the establishment of copy centers are both viewed as long-term possibilities for cost reductions under a consolidated system. They are not primary objectives of consolidation, and are only possible where they would improve service and reduce costs without compromising security and/or compartmentation requirements. With all the above criteria met, the major obstacle to machine sharing would be eliminated by consolidated budgeting for copiers; i.e., funding for a machine used by several different components.



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SUBJECT: Proposed Consolidation of Agency Copier Management System

c. Contract Consolidation

25X1 Reducing the total number of copier contracts is one of the most significant benefits of the proposed consolidation. In FY-81, the consolidation of copier contracts reduced the total number of contracts from [ ] Further consolidation was not possible because of decentralized budgeting. Centralized budgeting would permit the further reduction of contracts to fewer than 20 in FY-82.

d. Budget Justification

The protection from OMB budget cuts of a single, large-dollar figure for copier rental and maintenance was initially perceived as the greatest drawback to consolidated budgeting for copiers. Based on information provided by the Office of the Comptroller, it now appears that this should not be a major concern. The total projected cost for Agency copier rental and maintenance for FY-82 [ ] is less than ten (10) percent of the Agency's equipment rental and maintenance budget, and is not subjected to OMB review as a separate line item.

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e. Savings

Aside from a tangible savings of as much as \$300,000 per year to be realized through centralized planning, controlled equipment acquisitions, and recovery of prompt payment discounts, consolidated copier management would provide a saving in manhours in the Office of Finance (OF), Procurement Division (PD), and elsewhere throughout the Agency that would completely offset the additional manhours required to administer a consolidated Copier Management System.

2. It is now more apparent than ever that the cost savings and administrative benefits of a consolidated Copier Management System in the Agency far outweigh the disadvantages of such a program.

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